

# Meeting room contract

## Reference schedule

\*\*\* PLEASE NOTE ALL CHARGES QUOTED BELOW ARE INCLUSIVE OF GST\*\*\*

1. **Date of meeting** \_\_\_\_\_ ("Hire Date")
2. **Time of meeting** \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm ("Meeting Time")
3. **Estimated number of guests** \_\_\_\_\_
4. **Room booked** BOARDROOM / TRAINING ROOM (**please circle**) ("Meeting Room")
  - > Boardroom (seats 1-18) charged at \$70 per hour with a maximum daily charge of \$400.
  - > Training Room (seats 1-12) charged at \$45 per hour with a maximum daily charge of \$250.
5. **Estimated number of hours required for meeting** \_\_\_\_\_ ("Room Hire Duration")
6. **Contact details (all below fields must be completed for billing purposes)**
  - Company \_\_\_\_\_ ("Hirer")
  - Name \_\_\_\_\_
  - Telephone \_\_\_\_\_
  - Email \_\_\_\_\_
  - Billing details**
  - ABN \_\_\_\_\_
  - Accounts email \_\_\_\_\_
  - Billing address \_\_\_\_\_
  - \_\_\_\_\_ Postcode \_\_\_\_\_

## 7. Equipment:

The following equipment is included in your room hire fee (**please circle required equipment**):  
Whiteboard / electronic whiteboard / flipchart / screen / data projector / conference console (see Terms and Conditions – **Phone calls**)

*If you will be using your own laptop please notify us in advance so that the appropriate cable will be available. Please specify if VGA or HDMI connection is required.*

## 8. Wireless internet access:

Yes / No (**please circle**) Please indicate number of days required \_\_\_\_\_ Charged at \$16.50 per access expires 10 hours after initial log in.

## 9. Total estimated hire cost \$ \_\_\_\_\_ ("Amount Due")

10. **Deposit:** \$ \_\_\_\_\_ (being 50% of the amount in item 9)

11. **Balance:** \$ \_\_\_\_\_ (Amount Due, less Deposit)

Please refer to "**BOOKINGS**" and "**CANCELLATIONS**" under **TERMS AND CONDITIONS**.

The above prices are subject to change without notice.

**Tear here for disposal once transaction has been processed**

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### Payment Option - Credit Card payment

Card Type \_\_\_\_\_ Expiry date \_\_\_\_\_ CCV \_\_\_\_\_

Card Number \_\_\_\_\_

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## Terms and Conditions

**Bookings** - Tentative bookings are held for a period of 7 days only. If a **Deposit** and signed Meeting Room Contract is received by us within this time we will confirm the booking. If a **Deposit** and signed Meeting Room Contract is not received within the above time period we may cancel the booking in our absolute discretion without notice to you.

**Payment** - After your meeting, you will be invoiced for the **Balance** plus any surcharges calculated in accordance with these Terms and Conditions. Invoices for room hire will be made out to the **Hirer** only. Any on-charging or reimbursement of the **Amount Due** is the responsibility of the **Hirer** and no margin may be added to the **Amount Due** to NAPL.

**GST** – All amounts listed are inclusive of GST. In respect of any liability we have for GST under this Meeting Room Contract, you must pay us the full amount of GST at the same time as making the payment to which the GST relates.

**Cancellations** - You must notify us in writing of any cancellation. If you cancel a confirmed booking at least 7 days prior, we will retain 50% of the **Deposit**, unless your booking is transferred to an alternate date. If you cancel a confirmed booking within 48 hours of the **Meeting Time** we will retain the **Deposit**, unless your booking is transferred to an alternate date.

If you do not notify us in writing of a cancellation and do not use the **Meeting Room** on the **Hire Date** and **Meeting Time** you must pay us the **Amount Due** within a period of 7 days of the **Hire Date**.

**Interest** - If you do not pay an amount when it is due you must pay us interest which will accrue daily from the date the amount is due until it is paid. This will be charged as per the Westpac Commercial Overdraft Facility rate.

### Use of the Room

Subject to anything inconsistent in this Contract, you may use the **Meeting Room** for the purposes of holding a meeting on the **Hire Date** and **Meeting Time** for the **Room Hire Duration** in accordance with all laws. You and your employees, contractors, consultants, agents and invitees use the **Meeting Room** at your own risk.

**Surcharges** - We may, in our absolute discretion, allow you to use the **Meeting Room** for a period of time exceeding the **Room Hire Duration**. If you or your employees, contractors, consultants, agents or invitees use the **Meeting Room** for a period of time exceeding the **Room Hire Duration** you will be charged at the rate of \$30.00 for the Boardroom, for each ½ hour you use the **Meeting Room** that exceeds the **Room Hire Duration**.

**Phone calls** - The hirer will be charged for all phone calls made from the meeting room throughout the room hire duration.

**Photocopying, printing and faxes** - The hirer will be charged \$0.25 per A4 page for black and white photocopies. Colour printing will be charged at \$2.00 per A4 page. The cost to send a fax is \$0.50 per page for local calls and \$1.00 per page for STD. The cost to receive a fax is \$0.50 per page.

**Indemnity** - You are liable for and indemnify us against all actions, demands, loss or damage incurred or suffered by us or our employees, contractors or agents directly or indirectly caused by the act or omission of you or your employees, contractors, consultants, agents and invitees.

**Release** - You release us from any action, demand, loss or damage for any damage, loss, injury or death (including legal costs on a full indemnity basis) occurring in connection with the **Meeting Room** or the **Airport Site**, however caused.

**Emergency** - If we decide in our absolute discretion there is an emergency we can cancel your booking or ask you to leave the **Meeting Room** and the **Airport Site** without any compensation payable to you. You must comply with any directions we give you when we decide there is an emergency.

**Security** - You must, and must procure that your employees, contractors, consultants, agents and invitees comply with any directions we give you in our absolute discretion relating to security.

**Smoking** - You must not and must procure that your employees, contractors, consultants, agents and invitees do not smoke in the Newcastle Airport Terminal Building including the **Meeting Room**.

**Cleaning** - You must leave the **Meeting Room** clean and tidy and in the same condition it was in before you used it. If you do not comply with this obligation we may charge an additional fee to clean, tidy or repair the **Meeting Room**.

**Entire Agreement** - This Contract is the entire agreement between the parties concerning the subject matter.

**Definitions** - **Airport Site** the Newcastle Airport Terminal and all land comprised within the civil airport facility.

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**PLEASE SIGN WHERE INDICATED BELOW AND RETURN VIA EMAIL  
TO THE RECEPTION CONTACT WHO PROVIDED THE CONTRACT**

## **Catering**

Room hire includes complimentary tea and coffee facilities. Catering can be arranged directly with on-site caterers:

**Epicure Kitchen** – 02 4965 1369

## **General information**

- > Please ask your guests to report to Reception on arrival to be signed in. A completed attendee register must be provided to Reception, 48 hours prior to Meeting Time.
- > Meeting rooms are available from 8.30am-5pm Monday to Friday. Use outside of these hours, or on weekends and public holidays, is by negotiation.
- > Meeting room guests are required to vacate the rooms after the meeting concludes.
- > Car parking is available at standard rates. Please refer to the car parking calculator at [www.newcastleairport.com.au](http://www.newcastleairport.com.au) for full details.

## **Acceptance**

I, the undersigned, understand and accept the terms and conditions as outlined above and I agree to comply with these terms and conditions.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For (insert company name if applicable) \_\_\_\_\_

Note: If you are an individual you can sign and have your signature witnessed by a person over the age of 18.

Signed on behalf of Newcastle Airport Pty Limited – Phone 02 4928 9800

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

We will provide a final signed copy.

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